

**THE UNIVERSITY OF TENNESSEE  
COLLEGE OF SOCIAL WORK**

**SW551 - Seminar in Social Welfare Policy: Advanced Policy Analysis and Action**

Course Outline  
Spring 2007

Instructor: Rodney A. Ellis, Ph.D., M.S.W.

Phone: 615-256-1885 or 615-218-2337

Email: [rellis5@utk.edu](mailto:rellis5@utk.edu)

Class time: Online

Office hours: The instructor will be available each week for either voice or text chat in LIVVE from 3:00 PM to 6:00 PM each Monday. (Instructions for participating in LIVVE will be provided at the Blackboard course site. Other meetings with individuals or groups can be arranged as needed.

### **Required Text**

Ellis, R.A. (2003). *Impacting social policy: A practitioner's guide to analysis and action*. Pacific Grove, CA: Brooks Cole/Wadsworth.

### **Methods of Instruction**

This course will be taught primarily via the Internet. Weekly assignments will be available on the instructor's Blackboard area. Each week's assignment will include one chapter that describes the processes used in one dimension of policy analysis. Each chapter is followed by a group of Policy Analysis Worksheets designed to walk the student through the completion of an actual policy analysis and a subsequent stage of action planning. Each student will pick an area of social policy relevant to them and will follow the steps outlined in the chapters and worksheets to complete a policy analysis. By the end of the semester students will, at a minimum, have completed an analysis of a policy area as well as an action plan for making specific changes in that area of policy. Other options, described in "Grading" , below, will allow students to gain additional knowledge and skill.

Supplemental instructions and/or information will be furnished each week on Blackboard. The instructor will also be available on LIVVE voice chat on Mondays from 3:00 PM until 6:00 PM unless otherwise specified through email or on Blackboard. LIVVE service is free to you. Instructions for downloading the free LIVVE software and for logging into the chat room will be provided on Blackboard. These sessions are NOT mandatory, but are intended to provide students with the opportunity to interact with the instructor and other members of the class as a supplement to their study process. In addition, the instructor will maintain a discussion board on Blackboard on which students may interact with one another and ask questions of the instructor. Students are encouraged to check the board regularly to determine whether questions or topics listed there are relevant to them. Alternatively, the instructor may be reached on his cell phone (615-218-2337) or via email ([rellis5@utk.edu](mailto:rellis5@utk.edu))

### **Grading**

Students will contract for grades according to the specifications below. Please consider your choice carefully. Contracts are not negotiable after they have been submitted.

*In order to earn a "B"*

To earn a "B" students must complete all the relevant Policy Analysis Worksheets in an acceptable

manner. These are to be submitted weekly, will be reviewed by the instructor, and revisions requested, if necessary. The revised version will be the basis for the grade.

#### *In order to earn a "B+"*

To earn a B+ students must complete the worksheets as described above. In addition, students must submit a one-page Executive Summary of their findings from the analysis portion of their work (Chapters 2-10). The Executive Summary must be prepared in a manner that would make it useful in a community policy practice setting. Instructions for preparing the Executive Summary will be provided on Blackboard.

#### In order to earn an "A"

To earn an "A" students must complete both the requirement for a "B" and the requirement for a "B=" as listed above. In addition they must prepare a PowerPoint presentation summarizing their findings as well as their action plan. The presentation is to be brief (not exceeding 10 pages plus a title page). Further instruction for the PowerPoint presentation will be given on Blackboard.

Assignments must be emailed to the instructor on or before the due date specified in the Course Outline below. Due dates for revisions will be negotiated with the instructor depending on the amount of time the revisions are expected to require.

### **Class Policies**

1. There is no required attendance for any meeting. Assignments are due on the date specified in the Course Outline below. Monday LIVVE meetings are optional and are intended to provide an opportunity to ask for input from the instructor. Please remember, although students will not be attending an actual classroom period, assignments are due as specified in this syllabus.

2. Incompletes will be given only according to the rules specified in the University of Tennessee Catalogue. Please refer to the catalogue for additional information.

3. All assignments are due at midnight on the date specified in the course outline. Assignments received after that time will not be accepted.

4. Please feel free to seek regular input from the instructor. Worksheets will receive the instructor's review and you will have an opportunity to revise them after the initial submission. Partial drafts of Executive Summaries and PowerPoint presentations can be submitted for the instructor's review and comment up to one week prior to their due dates. Requests for review after that date will not be honored.

5. Cheating and/or plagiarizing will not be tolerated. Any student caught cheating or plagiarizing will be subject to the disciplinary procedures outlined in the UT Student Handbook.

6. University policy regarding religious holidays will be observed. If any class assignments are scheduled in such a way that they will interfere with observation of those holidays, please inform the instructor as soon as possible.

### **Course Outline**

Please remember that there are no scheduled classroom meetings. The course will be taught entirely through Internet interactions. The instructor will be available Mondays from 3:00 PM until 6:00 PM for voice or text chat in LIVVE.

#### Week 1- January 16, 2007- Syllabus and introduction to the course

Introduction to Practitioner's Policy Analysis

List of policy areas students may want to consider for analysis- **Blackboard**

Description of the process of selecting a policy area to analyze- **Blackboard**  
If you have any questions about how to select a policy area for analysis please email the instructor and/or attend the Monday, January 24 LIVVE meeting.

**Readings and activities for next week:**

Ellis, Chapters 1 and 2, complete worksheets at the end of Chapter 2.

Week 2- January 23, 2007- Problem Identification

Students must submit the name of the policy area they will analyze by midnight.  
Students must submit the grade for which they wish to contract by midnight.  
Policy Analysis Worksheets 2.1-2.7 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 3, complete worksheets at the end of chapter.

Week 3- January 30, 2007- Historical Review

Policy Analysis Worksheets for Chapter 3 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 4, complete worksheets at the end of chapter.

Week 4- February 6, 2007- Review of Norms and Values

Policy Analysis Worksheets for Chapter 4 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 5, complete worksheets at the end of chapter.

Week 5- February 13, 2007- Political Review

Policy Analysis Worksheets for Chapter 5 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 6, complete worksheets at the end of chapter.

Week 6- February 20, 2007- Delivery System Review

Policy Analysis Worksheets for Chapter 6 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 7, complete worksheets at the end of chapter.

Week 7- February 27, 2007- Review of Alternative Solutions

Policy Analysis Worksheets for Chapter 7 are due by midnight.

**Readings and activities for March 20:**

Ellis, Chapter 8, complete worksheets at the end of chapter.

Week 8- March 6, 2007- Comps Week, No Class

Week 9- March 13, 2007- Spring Break

Week 10- March 20, 2007- Review of Professional Analyses

Policy Analysis Worksheets for Chapter 8 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 9, complete worksheets at the end of chapter.

Week 11- March 27, 2007- Interaction Review

Policy Analysis Worksheets for Chapter 9 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 10, complete worksheets at the end of chapter.

Week 12- April 3, 2007- Summarizing the Analysis

Policy Analysis Worksheets for Chapter 10 are due by midnight.

**Readings and activities for next week:**

Ellis, Chapter 11, complete worksheets at the end of chapter.

Week 13- April 10, 2006- Taking Action

Policy Analysis Worksheets for Chapter 11 are due by midnight.

**Readings and activities for next week:**

Executive Summary due (next week) for those contracting for a “B+”

Week 14- April 17, 2006- Library week. Students prepare presentations,

Executive Summary due for those contracting for a “B+”. Must be emailed to the instructor by midnight.

Week 15- April 24, 2006- Presentations

PowerPoint presentations are due for those contracting for an “A”. Must be emailed to the instructor by midnight.